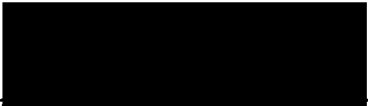


TRANSMITTAL SLIP		
<u>17 April 1952</u> DATE		
TO: Mr. Wolf		
BUILDING	ROOM NO.	
REMARKS: Recommend that the Director be requested to sign the attached awards. 		
FROM: L. K. White		
BUILDING	ROOM NO.	EXTENSION

FORM NO. 36-8
SEP 1946

25X1A

~~CONFIDENTIAL~~
SECURITY INFORMATION

15 April 1952

MEMORANDUM FOR: Deputy Director (Administration)
FROM : Assistant Director (Personnel)
SUBJECT : Employee Awards for Suggestions

25X1A

1. The Efficiency Awards Committee has recommended that awards be made to two employees [REDACTED] for meritorious suggestions, and to eight other employees for superior accomplishment. These recommendations are presented for your approval in a separate memorandum.

25X1A

2. In addition to the monetary award made for employee suggestions, our procedures provide that a "Certificate of Award" signed by the Director of Central Intelligence be forwarded to the suggestor. Accordingly, if you approve the Committee's recommendations with respect to [REDACTED] the accompanying certificate forms prepared for these persons should be forwarded to the Director of Central Intelligence for signature.

3. The Central Intelligence Agency has not used similar Certificates of Award for personnel who receive awards for superior accomplishment, such as the eight other employees included in the current recommendation of the Efficiency Awards Committee. However, it is my belief that a similar type certificate should be developed for this category of awards. The Office of Personnel is now engaged in preparing an appropriate form for this purpose.

25X1A

[REDACTED]
F. TRUBEE DAVISON

~~CONFIDENTIAL~~

15 April 1952

MEMORANDUM FOR: Deputy Director (Administration)
FROM : Assistant Director (Personnel)
SUBJECT : Employee Awards for Suggestions

25X1A

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F. TRUBEE DAVISON

BCK:ps
Distribution:
Orig & 1 - Addressee ✓
1 - AD (Personnel)
1 - Acting Personnel Director
1 - EAC File

~~CONFIDENTIAL~~

17 April 1952 DATE		
TO: Assistant Director (Personnel)		
BUILDING North	ROOM NO. 115	
REMARKS: Returned herewith is your memorandum of 15 April 1952 recommending awards for meritorious suggestions and superior accomplishment which is approved. I have requested the Director's signature on certificates of award for [REDACTED] [REDACTED] With reference to your covering memorandum of 15 April 1952, sub: "Employee Awards for Suggestions", I concur that it would be appropriate for a certificate to be developed for awards for superior accomplishment, as well as meritorious		
FROM: Deputy Director (Administration) over		
BUILDING Administration	ROOM NO. 223	EXTENSION 707

25X1A

25X1A

FORM NO. 36-8
SEP 1946

suggestions. I should like to see the
form before it is finalized.

W.R.W.

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Security Information

APR 15 1952

MEMORANDUM FOR: Deputy Director (Administration)
FROM : Assistant Director (Personnel)
SUBJECT : Recommended Awards for Meritorious Suggestions and Superior Accomplishment

1. The Central Intelligence Agency Efficiency Awards Committee was convened on Thursday, 27 March 1952. Members present were:

25X1A F. Trubee Davison - Chairman
[REDACTED] - (for Comptroller)
Wilfred L. Peel - Chief, Organization and Methods Service
25X1A George E. Meloon - Acting Personnel Director
[REDACTED] - Recorder

2. The Committee voted favorable action on the following recommendations:

A. Meritorious Suggestions

25X1A [REDACTED]
Placement Officer (Recruitment), GS-13
Personnel Procurement Division
Personnel Office

(1) Suggestion: In cases where an applicant obviously cannot be employed by the Agency, record necessary information on a small "Field Reject Card" instead of completing the "Report of Interview" and maintaining an applicant file. This procedure has been in effect in the Personnel Procurement Division, Personnel Office, since 13 February 1952 and is resulting in substantial savings over the previous method.

(2) Award Recommended:

- (a) One-step in-grade salary increase
- (b) Certificate of Award

(3) Authority: CIA Regulation [REDACTED] Paragraph E (1) (a) (2) 25X1A
and Paragraph C (3).

25X1A [REDACTED]

STATSPEC [REDACTED]
Office of Operations

(1) Suggestion: Send all telegraphic messages (except those of an urgent nature) at night letter rates when time of trans-

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mission is between 3:30 p.m. and 2:00 a.m. (in time zone of recipient), since delivery of message is not usually made until the following day.

(2) Award Recommended:

(a) A cash award of \$125.00 based upon estimated first year's savings of approximately \$4,000.00.

Yearly cost of 400 messages per
month (av.) at full rate approx. \$7,000.00

Yearly cost of 400 messages per
month (av.) at night letter
rate approx. \$3,000.00
approximate saving \$4,000.00

Cost and volume data were provided by the Finance Office and the Office of Communications.

(b) Certificate of Award

(3) Authority: CIA Regulation [REDACTED] Paragraph C (1) and 25X1A Paragraph C (3).

B. Superior Accomplishment

25X1A

[REDACTED]
Intelligence Officer (Operations), GS-12
Far East Division
Office of Special Operations

25X1A

(1) Accomplishment: In response to a critical shortage of American personnel with knowledge of the Korean language, [REDACTED] developed and implemented a twenty-one-hour Korean language training course. The Committee agrees that this contribution to the training program of the Agency and the resultant beneficial effects on overseas operations represents an outstanding accomplishment and justifies the recommended award.

(2) Award Recommended: One-step in-grade salary increase.

(3) Authority: CIA Regulation [REDACTED], Paragraphs E (1) and 25X1A E (2) (b).

25X1A

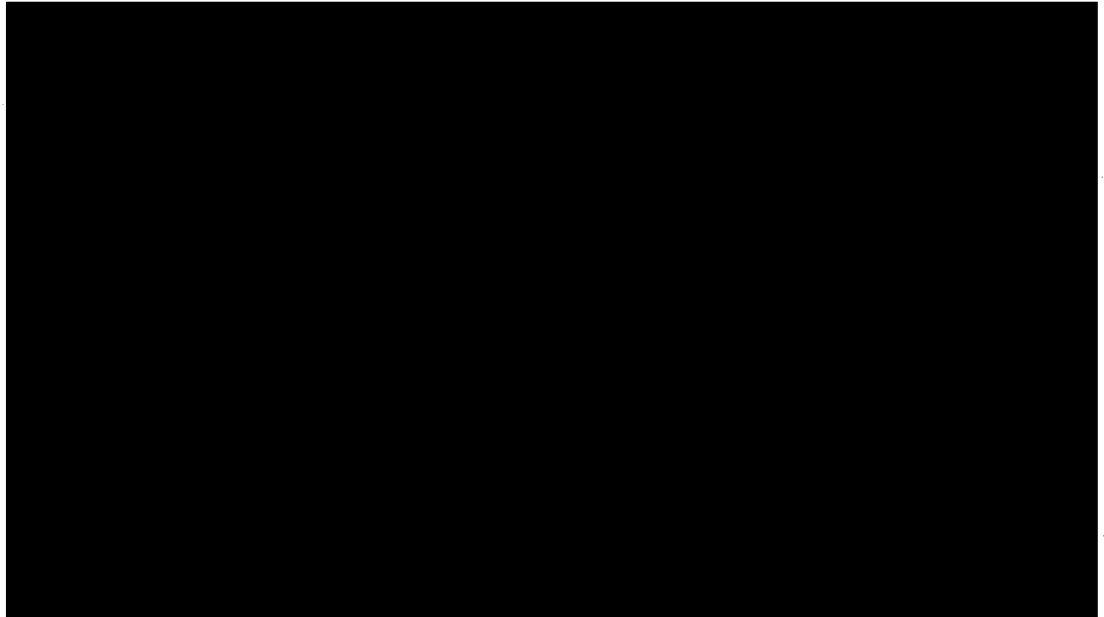
[REDACTED]
Intelligence Officer (Reports), GS-11
Far East Division
Office of Special Operations

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-3-

25X1A



(2) Award Recommended: One-step in-grade salary increase.

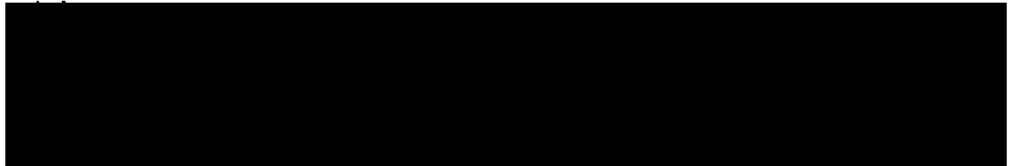
(3) Authority: CIA Regulation [REDACTED] Paragraphs E (1) and E (2) (b). 25X1A

25X1A



Far East Division
Office of Policy Coordination

25X1A



(2) Award Recommended: One-step in-grade salary increase.

(3) Authority: CIA Regulation [REDACTED] Paragraphs E (1) and E (2) (b). 25X1A

25X1A



Electronics Engineer, GS-11
Communications Engineering Branch
Office of Communications

25X1A



Electronics Engineer, GS-12
Communications Engineering Branch
Office of Communications

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-4-

25X1A

[REDACTED]
Communications Officer (Area Chief), GS-15
Office of Communications

25X1A

[REDACTED]
Chief, Electrical Engineer, GS-15
Communications Engineering Branch
Office of Communications

25X1A

[REDACTED]
Mechanical Engineer, GS-12
Communications Engineering Branch
Office of Communications

25X1A

(1) Accomplishment: The above-named employees have recently completed the development of technical equipment and techniques which contribute materially to the security of the United States Government communications services and which are of great value to the intelligence effort. The extreme sensitivity of this project makes it neither possible nor advisable to discuss their contribution in greater detail. However, [REDACTED] Assistant Deputy Director for Communications, has presented material to the Committee which substantiates the fact that these five men merit a special recognition of their services.

(2) Award Recommended: One-step in-grade salary increase for each employee named above.

(3) Authority: CIA Regulation [REDACTED] Paragraphs E (1) and 25X1A E (2) (b).

3. The Committee recommends your approval of the awards proposed in the foregoing paragraphs.

[REDACTED]
F. TRUBEE DAVISON
Assistant Director (Personnel)
Chairman, Efficiency Awards Committee

25X1A

APPROVED:

25X1A

[REDACTED]
WALTER REID WOLF
Deputy Director
(Administration)

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